



South Carolina Department of Labor, Licensing and Regulation

Residential Builders Commission

P.O. Box 11329 • Columbia, SC 29211

Phone: 803-896-4696 • Fax: 803-896-4814 • www.llronline.com/POL/ResidentialBuilders



Renewal Application for Certificate of Authorization (COA)

Fees: Renewal Fee: \$100.00 (2014 – 2015)
Make check payable to: LLR - Residential Builders Commission

1. Licensee Information: This section must be answered by the business entity seeking a certificate. You must sign contracts, apply for permits, conduct business and advertise in the name that appears on your license card. This certificate authorizes the business entity to engage in a regulated profession or occupation.

Applicant/DBA: _____

Mailing Address: _____

Business Address: _____

Business Telephone: _____

Federal ID #: _____

Fax Number: _____

____ Individual/Sole Proprietorship ____ Partnership ____ Corporation ____ LLC ____ LLP

Name of Owner/Principal Officer(s)	Title	SSN
------------------------------------	-------	-----

2. Resident Licensee in Responsible Charge: The applicant must have an individually licensed person to serve as a resident licensee in responsible charge at each branch and supervise the field and office building work or services provided from that branch. This must be a licensed home builder, licensed home inspector, or registered specialty contractor depending on the nature of the business entity's activities. The resident licensee may be in responsible charge of only one place of business at a given time.

Name of Resident Licensee _____ Soc.Sec. # _____

Home Address: _____

Street City State Zip County

Home Telephone: (____)____-____ License No: _____ Expire Date: _____

Date of Birth: _____

3. BACKGROUND INFORMATION: To be answered by the license applicant and the resident licensee in responsible charge. Any question answered **yes** must be fully explained. **Attach documents and/or a written explanation on a separate page for each "yes" answer** by the applicant and qualifying party.

- Have you ever had a license, certification or registration cancelled, surrendered, revoked, suspended, restricted or disciplined by any federal or state authority or contracted without a proper license? If yes, list profession and jurisdiction: _____ Yes _____ No
- Is any investigation or disciplinary action currently pending against you or an organization of which you are or were an officer, principal, major shareholder or qualifying party? _____ Yes _____ No
- Have you or an organization of which you are or were an officer, principal or major shareholder ever been issued a Cease and Desist Order for unauthorized practice?
____ Yes _____ No
- Have you ever been arrested, charged, indicted or convicted for violation of any federal, state or local law (other than a minor traffic violation)? _____ Yes _____ No

- E. Are you currently or have you ever been licensed or registered in any profession in any federal or state jurisdiction?
____ Yes ____ No Jurisdiction: _____
- F. Within the last 5 years, have you or any business entity of which you are or were an officer, principal, major shareholder or qualifying party received any notice of any final judgment, liens or claims of any kind? ____ Yes ____ No
- G. Has there been any change in the status of your lawful presence in the United States since initial licensure? If yes, please submit a written explanation. ____ Yes ____ No

4. AFFIDAVIT OF RESIDENT LICENSEE:

I have read, understand and meet all criteria pertaining to the COA in which I qualify from Section 40-59-400 et seq. of the S. C. Residential Builders Commission Act and hereby agree to abide by these laws and codes. I hereby authorize the Residential Builders Commission to verify and investigate any and all information in this application. I understand that false or incorrect information provided by me may result in the denial of a COA and may be subject to appropriate civil and criminal proceedings.

Signature of Qualifying Party

Title

Date

5. AFFIDAVIT OF OWNER/PRESIDENT OR AUTHORIZED COMPANY REPRESENTATIVE

See Section 40-59-410(H) for further clarification. The qualifier(s) listed on this application is a full-time employee in a responsible management position with the applicant requesting this license. All statements contained herein are true and correct to the best of my knowledge, I further understand that false or incorrect information provided by me may result in the cancellation of or denial of a license issued pursuant to this application and may be subject to civil and criminal proceedings. I agree all information in this application may be verified and investigated. I have read, and I am familiar with the South Carolina Code of Laws and regulating residential building, specialty contracting or home inspecting and hereby agree to abide by such laws.

Authorized Company Representative

Title

Date

NOTES:

1. All licenses are renewable on July 1 of each year, regardless of when the license is issued.
2. It is the firm's responsibility to notify this office of any changes of address or employment.
3. All applicants must obtain an executed surety bond approved by the Commission in the sum of fifteen thousand dollars (\$15,000) in the firm's name according to Section 40-59-410 (B) (2).

A new bond on the revised form effective 4/6/2012 must be submitted to renew your license. Please login to <http://www.llr.state.sc.us/POL/ResidentialBuilders/index.asp?file=pub.htm> then scroll down and click on Surety Bond for the new form.